

TITCHMARSH PARISH COUNCIL

The Pavilion, Drydens Close, Titchmarsh Tuesday 18 October 2011

Councillors Present:

Ian Teague (Chair)
Mark Noakes

John Greig
Bert Ash
Ian Curtis

Sylvia Prestwich
Michael Alderman
Jackie Rowe

In Attendance: Emma Morehen (Clerk)

2011/10/1 **Public Open Time** Two members of the public present. One addressed the Council regarding their concerns over the planning application at Rose Cottage, 34 High Street, Titchmarsh. Concern expressed over size and bulk of the proposed detached garage and that the proposed construction appears to be outside the village boundary. The second member of the public remained to hear the discussion regarding the allotments, and also addressed the PC regarding their views on ownership should something valuable be unearthed at the allotment. This person also enquired whether the manure heap is this open for manure to be deposited just by on person or can anyone deposit manure at the site. The chair thanked the public for attending the meeting and airing their concern over the planning application and the additional comments made regarding the allotments, and invited them to remain for the entirety of the meeting if they wished, or to remain to listen to the relevant point of interest to them on the agenda. Councillor Philip Hardcastle in attendance at the meeting and left the meeting at 9.00 pm

2011/10/2 **To receive apologies for absence:**

SW – prior family engagement. SP proposed that SW apologises be accepted. JR seconded. All in favour. It was **RESOLVED** to accept SW apologise for this meeting

2011/10/3 **Declaration of Interests for items contained on the Agenda:**

MA - declared a personal interest in agenda item 10 as he is an allotment holder

JG - declared an interest in agenda item 7 as he is a recipient of cheque payment 100821

SP - declared a personal interest in agenda item 9 – planning application relating to 34 High Street, Titchmarsh as her partner lives directly opposite the property.

MN declared a personal interest in agenda item 9 – planning application relating to 71 High Street, Titchmarsh as the applicant is a personal friend and ex-neighbour

MN – declared a personal interest in agenda item 13 as he is a member of the Playing Field Association

IT – declared a prejudicial interest in agenda item 7.3 as he has a financial interest in the agenda item

2011/10/4 **Minutes of Public meeting:** All agreed minutes of the public meeting held on 20 September 2011 to be an accurate record. JG proposed and MA seconded that the Chair sign them.

2011/10/5 **Minutes of Last Ordinary Meeting:** All agreed minutes of the meeting held on 20 September 2011 to be an accurate record. JR proposed and BA seconded that the Chair sign them. **At the discretion of the chair and on the basis of procedural efficiency, the chair moved a number of agenda items, for the benefit of the public who remained after public open time. The next item for discussion was moved to agenda item 10 Allotments, followed by agenda item 9, more particularly application number EN/11/01518/FUL Formation of single storey flat roofed extension to rear of property to provide sun lounge accommodation. Creation of detached triple garage with pitched roof to the side of the property with associated landscaping works. 34 High Street, Titchmarsh**

2011/10/6 **Matters Arising (for information purposes only):**

- Clerk confirmed that a file detailing plans for all relevant village boundaries, to assist when discussing items that may be affected by village boundaries, is currently being compiled. Once complete, file to be circulated to members for perusal. Members raised a question regarding the settlement boundary to the rear of Haldens Parkway which appears to differ from the present day plan to a plan dated 1999. Clerk to make further enquiries
- MA updated members that part of the verge leading up to the A605 junction has now been cut and he would speak to landowner of remaining land in the hope that he would cut it too.

2011/10/7 **Finance to approve the accounts paid and due for payment**

Payments to authorise:

Payee	Service Provided	Cost
EON	Streetlighting for streetlights August 2011	£125.45
Aylesbury Mains	Repairs to light opposite the Dog and Partridge and opposite the Clubroom	£101.70
BDO Stoy Hayward	External auditor fee for year ended 31 March 2011	£342.00
J E Greig	Titchmarsh Times Printing and productions costs October/November edition	£69.97
Titchmarsh Clubroom	Hire charges for CCP sessions, 2, 10, 16 and 26 August 2011	£90.00
Emma Morehen	Clerks September 2011 salary paid by standing order in October 2011	£204.00
RECEIPTS		
Mr A Howarth	Annual advertising fees for Titchmarsh times (1/8 th of a page)	£60.00
Mrs F Love	Annual advertising fees for Titchmarsh Times (1/8 th of a page)	£60.00

East Northamptonshire Council	Balance of annual precept	£5850.00
2011/10/7	JG declared a personal interest in a payment detailed above, as he is a recipient of cheque number 100821, and he would not take part in the resolution for his payment and requested that his payment be voted on separately. MA proposed that payments be made. JR seconded, all in favour. It was RESOLVED that payments be made. A second proposal was made for the payment to be made to JG as detailed above. JR proposed. SP seconded. JG abstained from the voting. All remaining members voted in favour. It was RESOLVED that payment be made to JG	
2011/10/7.1	¼ly financial statement – Presentation of accounts for July to September 2011 by SP. Budget figures compared with actual. Details noted.	
2011/10/7.2	External auditor's opinion on the annual return for year end 31 March 2011 Notification received from BDO Stoy Hayward giving "a limited assurance opinion" of the accounts. Concluding that the accounts are approved. However an Issues report was produced by the auditors commenting on the increase in assets – enhancement expenditure incurred by a third party. The value of the Engine house has increased by £24,214.00. The increase in value has been incurred by the leaseholder and not the council directly. SP advised the members that the increase in the value of the assets has arisen following recent guidance issued by BDO that all assets should be recorded at original purchase price, or if that is not known then the current market value. BDO do not recommend any further action on this point, but have requested that this point is noted. The notice of the conclusion of the audit and the right to inspect the Annual return has been displayed on the Parish Council notice board.	
2011/10/7.3	Hire charges for use of Clubroom for meeting held in September regarding the Dog and Partridge closure. <i>IT, vacated the room whilst discussion took place, as he has declared a declared a prejudicial interest in this matter.</i> In the absence of the chairman for this agenda point, vice chair SP took the chair. Whilst the members acknowledge that the meeting regarding the Dog and Partridge closure was not a Parish council meeting, the members felt that IT arranged the meeting in good faith, so as to engage the public in the matter. IC proposed that the hire charges of £6.00 incurred for holding this meeting be met by the PC. MA seconded. 6 in favour and 1 abstention. It was RESOLVED that the PC would fund the cost of the hire charges for the Dog and Partridge meeting. <i>IT returned to the room, following conclusion of the agenda point. The clerk summarised the details discussed to IT</i>	
2011/10/7.4	Financial contribution by clerk to costs of SLCC Annual conference The RFO summarised a transaction that happened earlier in the year regarding the SLCC conference fee of £78 (£65 + £13VAT) paid by the Clerk personally for her attendance. This conference attracted a Bursary of £32.50 which was received by the Parish Council in July 2011, and the Clerk subsequently reclaimed this £32.50 through her expenses. However, the Parish Council will be able to reclaim the VAT of £13.00 from Revenue & Customs, so the RFO recommended that the Clerk reclaims this £13 from the Parish Council; making this a cost neutral exercise for the Parish Council. SP proposed that the Clerk reclaims £13.00 from the Parish Council on her next expenses claim. IT seconded. All in favour. It was REOLVED the clerk reclaims £13.00 in the next round of ¼ly expenses, as detailed above.	
2011/10/8	Correspondence	
2011/10/8.1	Letter from the Boundary Commission for England – 2013 review of Parliamentary constituencies in England. Initial proposals for new parliamentary constituencies have been published and they are consulting on the proposals until 5 December 2011. Clerk has checked the details of the consultation, no changes for TPC area.	
2011/10/8.2	Complaint received from residents regarding damage to grassed verges by highways weed spraying Complaint made direct to JG by some residents in the village. JG copied to TPC his personal correspondence with NCC expressing his concerns that the matter has been carried out in a careless manner.	
2011/10/8.3	Letter from resident of Islington re: proposals for the cattle market – Details noted and circulated in the float file for individual perusal.	
2011/10/8.4	Letter from ENC re: changes to planning framework – letter received from ENC covering various issues (1) A review of the core spatial strategy is taking place. (2) The section 106 regime is being replaced with the (Community Infrastructure Levy) CIL (3) Town & Parish Councils are invited to contribute ideas and suggestions towards future infrastructure requirements. Members agreed to defer discussion to next agenda so a detailed response can be made to ENC.	
2011/10/8.5	ENC – Flood Fair Details of a county wide event, to raise public awareness of flooding within the county. Sessions to promote awareness to the public on preparation of flood plans and working with PC's in the event that villages become flooded. Details noted. IC took a copy of details	
2011/10/8.9	Letter from ENC re; Local democracy and encouraging young people to become involved with Local Government and Parish Council	
2011/10/9	To note outcomes of recent planning applications:- EN/11/01149/FUL - Extension and alterations to bungalow 12 Tofts Close, Titchmarsh – permission granted	

Application number EN/11/01001/FUL – Partial demolition of existing derelict dwelling. Re-build and extend to rear and combine with adjacent building to form one dwelling. Erection of boundary treatments including timber fence and stone walls at 23 St Andrews Lane, Titchmarsh – permission granted.

Application number EN/11/01002/LBC Replacement of all windows to match existing, new brick built lobby to side of property replacing lean-to, removal of 20th Century partitions and all shot plasterwork, break through existing gable wall next to kitchen chimney to access new extension area, creation of new doorway through existing bathroom window, replacement of existing rear door with timber internal door, demolish existing rear lean-to and create new stone and block built lean-to with slate roof, create new room partitions and associated refurbishment and re-pointing works at 23 St Andrews Lane, Titchmarsh – permission granted

- Application number EN/11/01412/FUL Two storey rear extension, replacement of flat roof to pitch roof on existing single storey rear extension and formation of a new detached garage with open walkway (re-submission of EN/11/00111/FUL at 71 High Street, Titchmarsh (amendment). JR proposed that TPC support the application. SP seconded. All in favour. It was **RESOLVED** that Titchmarsh Parish Council support the application

- Application number EN/1101518/FUL Formation of single storey flat roofed extension to rear of property to provide sun lounge accommodation. Creation of detached triple garage with pitched roof to side of property, with associated landscaping works. 34 High Street, Titchmarsh. Discussion followed regarding the application. SP proposed that TPC object to the planning application on the basis of the following:-

- The proposed garage construction is out of character with the street scene
- The proposed garage construction is out of proportion with the rest of the property and the bulk of the construction is too big
- The proposed garage construction appears to be outside the village settlement boundary

MA seconded. All in favour. It was **RESOLVED** that Titchmarsh Parish Council do not support the application based on the above material considerations.

As per standing order - the Chairman or his nominees will attend at East Northamptonshire Council Development Control meeting to support the decisions of the Parish Council on these matters, if appropriate.

2011/10/10

Allotments Prior to the commencement of the full PC meeting, Islington allotment holders were invited to attend a meeting held between 7.00 pm and 7.30 pm to make their views/comments known to the Parish Council regarding the manure heap. Prior to the commencement of the meeting with the allotment holders some 15 pieces of written correspondence from allotment holders, regarding the same, was circulated to all PC members. Enabling them to individually note all written comments expressed by allotment holders.

11 allotment holders attended the meeting. It was noted that there was an overwhelming view from written correspondence and also those allotment holders in attendance at the meeting, for the manure heap to remain at the allotment site in its existing location. 1 opposing view to the manure heap remaining in its existing location, due to reasons previously expressed, these views were also supported by photographic evidence of the manure heap. The Parish Council listened to and noted the comments made by the plot holder. The members concluded that the only options available were (1) to remove the heap in its entirety and no further deposits be made (2) Manure heap to remain in its existing location and for deposits to continue to be made or (3) Keep the manure heap but move this to another location, at the allotment ground. Following much discussion and taking in to account all of the views expressed IT proposed:-

- That a letter be sent to the person that has been depositing the manure, asking if he is in agreement to continue to deposit horse manure at the site, and if so to stop depositing it when the manure area is full.

- That the Parish Council will create two areas for manure to be stored. The sites will be (1) the existing site on the left hand side of the gate as you enter the allotments and the second site being at the bottom of the allotment site adjacent to the post and rail fence, directly opposite the main gate and grassed path, which leads to the bottom of the allotment site. The two areas will be clearly identified by yellow demarcation posts.

- The Parish Council request that all future deposits made, are kept within the demarcation posts. Should he be happy with this arrangement the first deposit to be made at the second site at the bottom of the allotment ground. Once this clearly defined area is full, deposits then, to be made at the existing location, which again will be clearly defined, as explained above. The Parish Council request that once both holding areas are full that he will cease depositing any further manure until there is sufficient room to do so.

BA seconded. All in favour. It was **RESOLVED** for a letter to be sent to the person depositing the manure clearly setting out the Parish Councils proposal as detailed above and requesting comments/agreement.

- 2011/10/10.1 **Summary of annual allotment rent collection** Clerk summarised that 10 allotment holders rental payments at both Tofts and Islington are outstanding, reminder letters will be sent out shortly. Following issue of the rental invoices one plot holder at Tofts ground has decided to relinquish his agreement. Clerk will organise re-letting of plot as soon as possible.
- 2011/10/10.2 **Allotment gate to top entrance of Tofts ground** It has been noted that in addition to the requirement for a new gate, two new gate posts are also required. On this basis it was agreed in line with the financial regulations¹ to invite two quotes from contractors to carry out the works. The PC thanked MN for initially volunteering to carry out the task of replacing the gate only, back in May, but in view that additional works required, the PC will now invite quotes from contractors. Clerk to organise. IT proposed that the clerk obtains 2 quotations for a new soft wood gate and posts to be supplied and erected. JG seconded. All in favour. It was **RESOLVED** to obtain 2 quotes as detailed above.
- 2011/10/11 **Queens Jubilee celebrations** JR confirmed that good interest has been received from residents with suggestions for commemorations for the Jubilee. Plans are still at the very early stages with funding possibly available from various village causes, although it is anticipated that projects will be self funding. Numerous clarifications required before project can go ahead. The chair thanked JR for updating the PC and the details are noted. The PC confirmed it is happy for the village to self organise this event.
- 2011/10/12 **Standing orders** IT undertook a review of the standing orders are previously agreed. Points for amendment as follows, detailed in red
- (2 g) No councillor shall hold the office of Chairman of the Council for more than three consecutive years. The councillor may stand for re-election to the office of Chairman of the Council once a minimum of **two** year(s) has passed without being in said office.
 - (2 k) Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows. (vii) **Adoption of standing orders and financial regulations.**
 - 8 (b) All councillors shall **endeavour** to undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
 - **30.** Liaison with District and County or Unitary Council (a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward. **(Re-confirmed that this does happen)** (b) **When appropriate**, the Chairman of the Council, or their nominated representative, **is authorised to attend and speak** at any meeting of the District and County or Unitary Council to support the decisions of the Parish Council on matters relating to planning applications. IC proposed for the above amendments to be made. IT seconded. All in favour. It was **RESOLVED** that the above amendments be made to the standing orders.
 - A separate item regarding emergency decisions to also be included in the standing orders. Details as follows:-
- 6. Emergency Motions**
- a If the council is required to make a decision and it is of such an urgent nature that it cannot wait for an ordinary meeting of the council to be called, and it does not necessitate the calling of an unscheduled meeting of the council, or cannot be resolved by the Proper Officer under the delegated powers within the Financial Regulations; the council may come to a decision by seeking councillors opinions on an individual basis, provided:*
- i. a formal motion is documented and made aware to all those councillors contacted;*
 - ii. the Chairman, or the Vice Chairman, has endeavoured to contact all the Councillors and has recorded how and when this has happened, and their response;*
 - iii. more than three quarters of the total number of elected councillors are in favour of the motion;*
 - iv. all contacted councillors agree that the matter cannot wait to be resolved through an ordinary meeting of the council or the Proper Officers delegated powers.* IT proposed. JR seconded. 7 in favour 1 abstention. It was **RESOLVED** to include a separate procedure for making emergency decisions as included in the standing orders.
- 2011/10/13 **Christmas Tree** The Playing Field Association have confirmed that they are no longer willing to manage and oversee the erection of the village Christmas tree and wish to pass this over to another group/organisation. Also it was noted that new Christmas tree lights will be required for this season. MA proposed that the PC continue to fund the purchase of a Christmas tree. IT seconded all in favour. It was **RESOLVED** that the PC would fund the purchase of a Christmas tree. Clerk and SP each to obtain a quote for a 20ft tree, delivered to the village green, and to present these to the PC at the next meeting. The PC agreed to take over responsibility for the erection of the tree. In the absence of the PFA involvement BA agreed to research the cost of new lights. JR to organise hymn sheets for the carols around the tree and IC agreed to lead the opening speech and hymns for the carols around the tree event on Christmas Eve.
- 2011/10/14 **Calendar of meetings 2012** Schedule of meetings circulated to members. Regarding the APM, the PC

- suggested 18 April 2012 for the meeting to take place and for this to be held in the Clubroom, as it was felt that this was a more central location for the public to attend. Clerk to investigate availability of clubroom.
- 2011/10/15 **H & S checks of PC assets** JG carried out the annual inspection of PC assets. Report provided. No issues, all assets found to be in order. Clerk to make a diary note that the village sign will require to be refreshed next year.
- 2011/10/16 **Possible adoption of red telephone Kiosk by the Clubroom** The clubroom request permission by the PC that before any further enquiries are made regarding a formal adoption of the kiosk by the clubroom, do the PC have any objection, that once adoption takes place, that the telephone equipment is removed by BT. IT propose that the PC gives consent for the telephone equipment to be removed should adoption take place. IC seconded. All in favour. It was **RESOLVED** that the PC do not have any objection to the telephone equipment being removed by BT should adoption by the clubroom committee go ahead.
- 2011/10/17 **Date of next meeting** Tuesday 15 November 2011 at 7.30 pm The Pavilion, Drydens Close, Titchmarsh (unless a planning meeting is required to be called in the meantime).
- 2011/10/18 **Items for report only**
- IC – bottom green sign laying down in the grass verge. JG volunteered to investigate
 - MA – Trees overhanging directional signage at the bottom of Islington
 - JR – Pound Garden is looking very untidy. Noted that a volunteer has been recruited via the gardening club to look after this task. Overhaul scheduled for Spring 2012
 - JG – Notice board outside the school looking tatty, numerous pieces of correspondence form outside events being placed on board. Note to be placed in TT to remind residents the purpose of the notice board
- The Chair closed the meeting at 9.45 pm

Minute number 2011/10/10.2 ¹

ORDERS FOR WORK, GOODS AND SERVICES

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, where works are expected to exceed £500 + VAT, subject to any de minimis provisions in Regulation 11 (l).